

# APPLICATION FOR EMPLOYMENT

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

## Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Phone No. \_\_\_\_\_ Mobil Phone No. \_\_\_\_\_

Date you are available to work: \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_ Are you legally eligible for employment in the United States? \_\_\_\_\_

Do you give permission for a credit check? \_\_\_\_\_ Do you smoke? \_\_\_\_\_

## Driver's License or ID & Driving Record Information

Please check one \_\_\_\_\_ Driver's License \_\_\_\_\_ ID

State Issued: \_\_\_\_\_ Number : \_\_\_\_\_ Exp.Date: \_\_\_\_\_ Type/Class \_\_\_\_\_

\*Please list and give date(s) or every moving violation and/or traffic accident in the last 3 years.

Incident	Location	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a crime other than traffic infractions? \_\_\_\_\_ If yes, please

explain: \_\_\_\_\_

\_\_\_\_\_

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## Employment Desired

How did you learn of our organization? \_\_\_\_\_

Position desired \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Are you available for full-time work \_\_\_\_\_ If not, what hours can you work? \_\_\_\_\_

Will you work overtime if asked? \_\_\_\_\_

Have you ever been suspended or discharged from any position? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Is there any reason why you would be unable to perform any of the duties of the position for which you have applied, as set forth in the job description? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Honor/Activities: (Professional, Civic, Charitable Organizations, etc.) \_\_\_\_\_

## Education and Training

Education	Name and Location of School	No. of years attended	Did you graduate?	Course Degree	GPA
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Vocational	_____	_____	_____	_____	_____

Other Training or Special Skills: \_\_\_\_\_

What office machines do you use? \_\_\_\_\_

With what computer software are you familiar? \_\_\_\_\_

Typing Speed \_\_\_\_\_ wpm

Other Skills that support your application \_\_\_\_\_

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## Employment History

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Final Salary \_\_\_\_\_

State Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your work \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Final Salary \_\_\_\_\_

State Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your work \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Final Salary \_\_\_\_\_

State Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your work \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

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## Former Employment (Continued)

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Final Salary \_\_\_\_\_

State Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your work \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Final Salary \_\_\_\_\_

State Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your work \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

## References

Give the names of three persons **not related to you**, whom you have known at least one year, and would be familiar with your qualifications for employment.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

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## General Information

What did you do at your last job?

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What aspects of your job did you like least?

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What aspects did you like best?

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Why did you leave your job?

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If you could have made one suggestion to your past management what would it have been?

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What have you done that you are proud of?

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Describe the best boss or bosses you ever had.

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Describe the worst boss or bosses you ever had.

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Describe your health in recent years.

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What is your greatest strength? \_\_\_\_\_

What kinds of things bother you the most?

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What else should we know about your qualifications? Is there anything you want to tell us about yourself?

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What are your career plans for the next year? \_\_\_\_\_

and for next 5 years? \_\_\_\_\_

What are you seeking in this company?

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What would you like to know about our organization? \_\_\_\_\_

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

I understand and agree that all information in this application may be verified. I also understand that any employment is subject to a satisfactory check of references.

I authorize all individuals and organizations named or referenced to in this application, or given otherwise by me as references, to give all information relative to my employment, work habits, and character. I authorize to you to verify and investigate the status of my driver's license and reviews of criminal history records. I hereby release any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind that may result to me on account of compliance, or attempts to comply with this authorization. I am also aware that my application is subject to the Texas Open Records Law and may be released as a public document.

I understand that this is not an employment agreement between the applicant and the firm.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Criminal History

Please fully answer the following questions. (Please note: a conviction does not necessarily mean that your application will be automatically disqualified from employment consideration.)

1. Are you currently on felony probation, felony deferred adjudication, or parole? \_\_\_ Yes \_\_\_ No
2. Have you ever been convicted, placed on deferred adjudication or community supervision, or pleaded guilty or no contest to a felony offense? \_\_\_ Yes \_\_\_ No
3. Have you ever been convicted, placed on deferred adjudication or community supervision, or pleaded guilty or no contest to a misdemeanor offense other than a traffic violation? \_\_\_ Yes \_\_\_ No

If you answered "Yes" to any of the above 3 questions, please explain below with the dates and nature of each offense, the name and location of each court, and the disposition of each case. You must include any DUI/DWI offenses.

Dates (Month/Year) \_\_\_\_\_ Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_

Nature of offense \_\_\_\_\_

Case Disposition (Current Status) \_\_\_\_\_

Dates (Month/Year) \_\_\_\_\_ Felony \_\_\_\_\_ Misdemeanor \_\_\_\_\_

Nature of offense \_\_\_\_\_

Case Disposition (Current Status) \_\_\_\_\_

Name and Location of Court \_\_\_\_\_

I certify that all above information is true and correct. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse, or refusal of employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date